



DELAWARE JUDICIARY SUPERIOR COURT

Non-Merit Position
(This position is Non-Classified under the Judicial Personnel Rules)
Posting # SC0418N17
CONTROLLER

Opening Date: 4/19/17 **Closing Date:** 4/30/17
A Vacancy Will Exist
Salary: \$58,254 – \$68,534 (85%-Midpoint) Pay Grade 18
Recruiting For: Superior Court
Location: New Castle County Courthouse, City of Wilmington
(Please check this county on your application).
This position requires state-wide responsibilities and travel.

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This position is characterized as “Non-Classified” under the Judicial Personnel Rules which means that the employee serves at the pleasure of the appointing authority. Reporting to the Court Administrator and the President Judge, this employee will be responsible for all accounting and auditing functions, financial reporting, consolidation of budgets, fiscal record keeping, and the development, modification and implementation of financial controls. In addition, the employee will provide fiscal management information, reports, and briefings to top agency management, representatives from fiscal/financial agencies, or federal grant agencies; will conduct in-depth, comprehensive analysis and/or forecasting of fiscal matters; monitor all financial transactions to ensure compliance with all federal, state and agency rules, regulations, policies and procedures; plan, organize, direct and implement financial systems and procedures through a unit of subordinate fiscal professional, paraprofessional, and administrative support staff with the principal focus on managing the financial resources of the Court, and prepare an annual budget involving state, special and federal funds, and make revisions to reflect changes in receipts, estimates, costs or program needs to accomplish the Court’s long-range operational goals. As the Controller, the employee will be expected to handle additional duties as the Court Administrator and/or the President Judge deem appropriate and assign.

Minimum Qualifications: Please address each item separately on the **Minimum Qualifications** page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.” Resumes may not be substituted in lieu of the application.

1. Experience in staff supervision, which includes planning, training, assisting, reviewing and evaluating the work of professional accounting and administrative support staff in a manner conducive to high morale and productivity.
2. Experience in budget preparation, analysis and administration.
3. Experience in managing an organization, including fiscal operations, and in developing and implementing solutions to organizational and operational goals.
4. Knowledge of the principles and practices of management.
5. Knowledge of the concepts, principles, standards, practices and theories of accounting, auditing, budgeting and financial management.
6. Knowledge of procurement procedures, general, federal grant and program regulations and reporting requirements
7. Knowledge of state and departmental computerized financial management systems, including data entry and correction procedures, including but not limited to First State Financials.
8. Outstanding analytical and problem-solving skills.
9. Skill in directing a large accounting function.
10. Skill in the evaluation and determination of accounting system requirements necessary to meet agency needs.
11. Skill in understanding, interpreting and applying policies, rules and regulations.
12. Ability to assemble and maintain accurate, current accounting records and to analyze financial and accounting data and make forecasts, utilizing financial records as a basis for the projections.
13. Ability to provide counsel and direction to unit managers and financial administrators concerning policies, procedures and interpretations of fiscal affairs.
14. Ability to communicate clearly, courteously and effectively, both verbally and in writing.
15. Ability to establish and maintain effective working relationships with individuals in state, local and federal government agencies and the general public.

JOB REQUIREMENTS for Controller: Applicants must have the education, training and/or experience demonstrating competence in each of the following areas:

1. Three years experience in analyzing financial problems, developing alternatives, recommending and advising management on solutions.
2. Three years experience in interpreting laws, rules, regulations, standards, policies, and procedures.
3. Six months experience in financial administration such as comprehensive analysis of programs, budgets, projects, services, alternatives, and costs; financial planning, revenue generation, revenue forecasting, expenditure forecasting, cash flow management and establishing internal control.
4. Six months experience in budget administration which includes managing, developing, analyzing and implementing budgets; developing strategic plans and establishing internal control.
5. Six months experience in staff supervision of two or more employees which includes planning, assigning, reviewing, disciplining, recommending hire, promotion, termination and administering performance plans and reviews.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.superior@state.de.us (preferred method)
2. Fax your application to: (302) 255-2350, Attention: Human Resources
3. Mail your application to:
 Superior Court of Delaware
 Leonard L. Williams Justice Center
 500 N. King Street, Suite 2850
 Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
 - TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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